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21 DEC 1971

MEMORANDUM FOR: Chairman, CIA Records Management Board

SUBJECT : Semi-Annual Report, July-December 1971

1. During the past six months much has been accomplished in the microfilm front.

- A systems analyst slot has been established in the Office of the Chief, Support Services Staff to work exclusively on Agency microfilm activities.
- Support Services Staff has brought in a consultant of microfilming approximately 15 days during the period.
- Established a vendor file in Support Services Staff.
- Started a library in SSS of books and periodicals on microfilming activities.
- Reached an agreement on delineations of responsibilities on microfilming with Printing Services Division/OL.
- Set up an area to test readers and reader/printers and tested 8 different ones which are on 30 to 60 day loan from vendors.
- Ran a microfilm seminar for 14 DDS office heads and their deputies in October which presented an overview of microfilm and provided a "hands on" hardware display.
- Ran a microfilm seminar for 51 other DDS key managerial personnel.
- Ran a Microfilm Information Seminar for 35 users and records officers.

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- Microfilm systems analyst prepared slides and visual aids for 2 lectures on microfilming.
- Microfilm systems analyst made a presentation at annual Records Officer Conference.
- Microfilm systems analyst attended one 3-day internal course and one 5-day external course on the microfilm interface with computers.



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Special Assistant to
Chief, Support Services Staff

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